

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2003 - JUNE 30, 2004**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: County Counsel

Division/Unit: Finance & General Government

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol. _____	Hours _____	x	\$17.19	=	-0-
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Types of work performed by GENERAL VOLUNTEERS in this category:

N/A

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol. _____	Hours _____	x	\$ 17.19	=	-0-
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	=	<u>Dollar Benefit</u>
<u>Law Student</u>	<u>25/wk</u>	x	<u>31.10</u>	=	<u>\$ 777.50</u>

No. Vol. <u>5</u>	Total Hours <u>3770</u>	Total Value <u>\$ 117,247</u>
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Employment law, litigation matters, calendar matters in Juvenile

Court and appellate work.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u>	<u>Benefit</u>
2a:	<u>-0-</u>	<u>-0-</u>	\$	0.00
2b:	<u>-0-</u>	<u>-0-</u>	\$	0.00
2c:	<u>5</u>	<u>3770</u>	\$	117,247.00
TOTALS: <u>5</u> <u>3770</u> \$ <u>117,247.00</u>				

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>Computer</u>	<u>\$ 205.31/month</u>	<u>Telephone</u>	<u>\$ 50/month</u>
<u></u>	<u>\$</u>	<u></u>	<u>\$</u>

TOTAL VALUE \$ 7,659.00

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers).

Hours 80 x Rate \$ 50.00 = \$ 4,000

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 40 x Rate \$ 50.00 = \$ 2,000

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>Training Materials/Supplies</u>	<u>\$1,086.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

TOTAL OF OTHER PROGRAM COSTS

=

\$ 1,086

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 7,086

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 117,247
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 7,659
- ADD a + b \$ 124,906
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 7,086)
- TOTAL PROGRAM BENEFIT \$ 117,820

6. **RECRUITING:**

Please describe your recruiting programs:

Send letters to law schools/interviewing

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

To provide a positive real-world experience.

9. **GENERAL INFORMATION:**

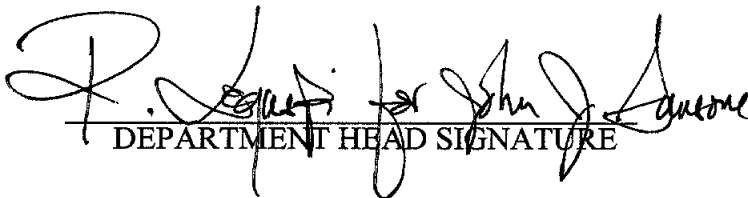
Name of Person Completing Report: **Joyce Hexum**

Phone Number: 531-4859 Mail Stop A12 E-Mail joyce.hexum@sdcounty.ca.gov

Volunteer Coordinator: **William Songer**

Phone Number: 531-4749 Mail Stop A12 E-Mail william.songer@sdcounty.ca.gov

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

DATE 7/15/04